



NEW SWANNINGTON PRIMARY SCHOOL

Exceptional Leave of Absence Application form

Name of pupil.....

Year Group.....

Dates requested to

Total number of days.....

Reminder: The Department for Education has amended the national regulations to school attendance. From September 2013 headteachers will no longer be able to grant any leave of absence during term time, for the purpose of a family holiday, unless there are exceptional circumstances. The price of a holiday is not considered to be an exceptional circumstance.

Reason for Request

Signature of parent / carer..... **Date**

Signed.....

Authorised YES / NO

Date

(headteacher)